

# Sheriff

## MISSION STATEMENT

The mission of the Sheriff's Office is to serve the citizens of Montgomery County in a lawful, fair, impartial, and non-discriminating manner by providing leadership and professional support, as required, and to ensure that Court mandates are carried out in a manner that respects individual rights and freedoms. The Sheriff's Office is committed to establishing and maintaining cooperative working relationships with all other law enforcement, governmental, and Criminal Justice agencies, and the Courts to ensure that the citizens of Montgomery County are receiving the fullest range of law enforcement services required for a safe and orderly society.

## BUDGET OVERVIEW

The total recommended FY07 Operating Budget for the Office of the Sheriff is \$18,844,210, an increase of \$2,724,270 or 16.9 percent from the FY06 Approved Budget of \$16,119,940. Personnel Costs comprise 86.7 percent of the budget for 171 full-time positions and five part-time positions for 175.7 workyears. Operating Expenses account for the remaining 13.3 percent of the FY07 budget.

## HIGHLIGHTS

- ❖ **Add eight new vehicles to support the Domestic Violence Unit, the Court Functions and Transport Unit.**
- ❖ **Create an Automatic Warrant Background check, which would allow deputies to check for outstanding warrants for multiple individuals at one time.**
- ❖ **Enhance the E-Justice system to facilitate data collection and data sharing across sections to include, the Court and Transport, Domestic Violence, Warrant, and Civil sections of the Sheriff's Office.**
- ❖ **Add Security Enhancements for the Red Brick Courthouse to provide a safe environment for the new Juvenile Court Judge and the public.**
- ❖ **Assign two new deputy sheriffs to the Court Functions and Transport Section for Red Brick Court Security.**
- ❖ **Assign five additional deputy sheriffs to the Domestic Violence Unit to handle the increased caseload and reduce overtime.**
- ❖ **Productivity Enhancements**

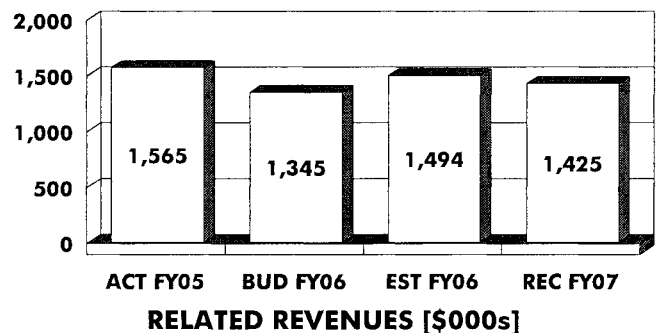
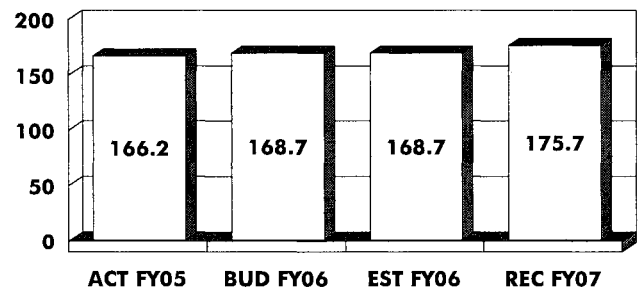
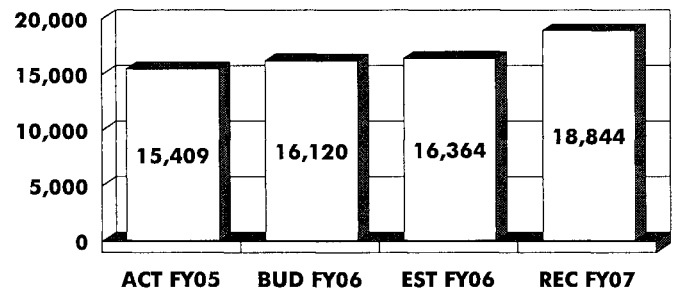
-Streamlined the hiring process by sending the background information booklet early, and testing only qualified applicants. This has allowed the department to "fast track" individuals into the academy class.

-Improved detainee transfers from Montgomery

## Program Summary

	Expenditures	WYs
Administration	3,165,990	15.2
Courtroom/Courthouse Security and Transport	7,913,560	77.8
Civil Process	2,062,430	24.2
Criminal Process/Warrants and Extraditions	1,863,950	18.9
Special Operations	3,187,060	34.6
Grants	651,220	5.0
<b>Totals</b>	<b>18,844,210</b>	<b>175.7</b>

## Trends



**County Correctional Facility to the Sheriffs holding facility, through automated transport reports in the Integrated Justice Information System.**

## PROGRAM CONTACTS

Contact Jo Ann Ricchiuti of the Office of the Sheriff at 240.777.7077 or Christopher M. Mullin of the Office of Management and Budget at 240.777.2772 for more information regarding this department's operating budget.

## PROGRAM DESCRIPTIONS

### Administration

This unit provides general administrative support to the Sheriff's Office including recruiting and hiring, training, background investigations, payroll, purchasing, internal investigations, automation, and budget-related functions. The Administration Section provides technical support for Sheriff's Records Management System (RMS).

The Administration Unit also oversees the Sheriff's compliance with recognized accreditation standards. The Assistant Sheriffs direct research and development of policies, procedures, and regulations to meet professional standards developed for law enforcement agencies. The Assistant Sheriffs also oversee internal investigations, represent the Sheriff's Office in legislative matters, and provide legal direction.

The Sheriff's Office participates in school functions, civic association meetings, and serves on commissions and committees. The Sheriff's Office participates in environmental crime task forces, as needed, and serves on applicant, promotional, and disciplinary boards of other public safety agencies. Administrative personnel organizes in-service and specialized training of deputies and the annual weapons qualification, as required by the Maryland Police Training Commission.

### FY07 Recommended Changes

	Expenditures	WYs
<b>FY06 Approved</b>	<b>2,822,710</b>	<b>15.3</b>
<b>FY07 CE Recommended</b>	<b>3,165,990</b>	<b>15.2</b>

### Courtroom/Courthouse Security and Transport

The Sheriff's Office provides security for the Montgomery County Judicial Center and the juvenile courtrooms located at 27 Courthouse Square. The Sheriff's Office is also responsible for transporting prisoners between the new Montgomery County Correctional Facility (MCCF), Montgomery County Detention Center (MCDC), and the various court-holding facilities, as well as to and from healthcare facilities. This program also provides for guarding prisoners while at these facilities. When a writ is received from other counties, deputies are required to transport MCDC and MCCF prisoners to other Maryland District and Circuit Courts. The Sheriff's Office administers the temporary detention facilities in the Silver Spring and Rockville District Courts and the Rockville Circuit Court for all adult prisoners and the Juvenile Court lockup located at 27

Courthouse Square.

The Sheriff's Office provides security for the County's Circuit Court located in the Montgomery County Judicial Center. The Sheriff's Office uses trained canines to detect explosives, weapons, and to serve as a general crime deterrent within the Courthouse. The Canine Unit also responds to mutual-aid calls from the Montgomery County Police Department, the Montgomery County Fire and Rescue Service, and other law enforcement agencies as necessary. X-ray machines and magnetometers screen visitors entering the building at the five Courthouse entrances.

### FY07 Recommended Changes

- ❑ *Assign two new deputy sheriffs to the Court Functions and Transport Section.*
- ❑ *Add eight new vehicles to support the Domestic Violence Section, the Court and Transport Section.*
- ❑ *Add Security Enhancements for Courtrooms and Holding Areas behind Courtrooms*

	Expenditures	WYs
<b>FY06 Approved</b>	<b>6,166,610</b>	<b>72.2</b>
<b>FY07 CE Recommended</b>	<b>7,913,560</b>	<b>77.8</b>

### Civil Process

The Sheriff's Office is mandated to serve all civil processes as directed by the Courts or private litigants and file returns to the Court. These papers include summonses, subpoenas, failure-to-pay rent notices, and other court documents. The Civil Process function is supported by deputies, who research and serve papers, and by administrative staff, who maintain the tracking process.

The Sheriff's Office also executes court-ordered attachments, real and personal property seizures, and replevins (a civil action to recover property wrongfully taken). As a final step in resolution of a court judgement, the Sheriff's Office conducts sales of seized or attached items. In the case of evictions, the Sheriff's Office restores real property to rightful owners by evicting tenants and their possessions as directed by the Court. When appropriate, tenants are referred to human service agencies.

### FY07 Recommended Changes

	Expenditures	WYs
<b>FY06 Approved</b>	<b>2,005,920</b>	<b>24.2</b>
<b>FY07 CE Recommended</b>	<b>2,062,430</b>	<b>24.2</b>

### Criminal Process/Warrants and Extraditions

The Sheriff is responsible for serving both adult and juvenile Circuit Court and District Court civil bench warrants, Circuit Court criminal warrants, and Child Support Enforcement warrants. The Warrant Section maintains on-line warrant systems including National Crime Information Center (NCIC), Maryland Interagency Law Enforcement System (MILES), and the Warrant Component in the Records Management System (RMS). The Warrant Component in Criminal Justice Information System (CJIS) is a shared resource used by the Montgomery County Police and the Sheriff's Office to track

outstanding warrants. The Sheriff's Office also conducts investigations to locate and apprehend those fugitives for whom the Sheriff's Office holds a warrant. In addition, the Sheriff's Office is responsible for returning fugitives to Montgomery County from other jurisdictions for outstanding Circuit Court warrants and processing those fugitives when returned.

#### **FY07 Recommended Changes**

	<b>Expenditures</b>	<b>WYs</b>
<b>FY06 Approved</b>	<b>1,703,220</b>	<b>18.9</b>
<b>FY07 CE Recommended</b>	<b>1,863,950</b>	<b>18.9</b>

#### **Special Operations**

The Sheriff's Office is the lead agency in Montgomery County for service of Domestic Violence Petitions, Protective Orders, and Peace Orders. The Sheriff's Office also transports citizens to hospitals on Emergency Evaluation Petitions and Two Doctor Commitments. In an effort to enhance protection for the victims of domestic violence, the Sheriff's Office offers cellular phones to all domestic violence victims and has a partnership with ADT Security for alarm pendants for victims who are most vulnerable.

#### **FY07 Recommended Changes**

- ☐ *Assign five additional deputy sheriffs to the Domestic Violence Section in order to handle the increased caseload and reduce overtime.*

	<b>Expenditures</b>	<b>WYs</b>
<b>FY06 Approved</b>	<b>2,850,770</b>	<b>33.0</b>
<b>FY07 CE Recommended</b>	<b>3,187,060</b>	<b>34.6</b>

#### **Grants**

The Sheriff's Office has a contractual agreement with the State's Department of Human Resources to serve all summonses generated by the Child Support Enforcement Division. Staff assigned to the Child Support Enforcement Program serve child support summonses and subpoenas, research complex cases dealing with defendants evading service, and respond to emergency situations that occur within the County's Child Support offices. As part of the agreement, the Sheriff's Office receives a fee for serving the warrants and partial Federal funding for salaries and operating expenses of the section.

#### **FY07 Recommended Changes**

	<b>Expenditures</b>	<b>WYs</b>
<b>FY06 Approved</b>	<b>570,710</b>	<b>5.1</b>
<b>FY07 CE Recommended</b>	<b>651,220</b>	<b>5.0</b>

## BUDGET SUMMARY

	Actual FY05	Budget FY06	Estimated FY06	Recommended FY07	% Chg Bud/Rec
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	9,068,954	9,906,470	10,010,980	10,971,950	10.8%
Employee Benefits	3,541,023	3,959,120	3,949,070	4,848,500	22.5%
<b>County General Fund Personnel Costs</b>	<b>12,609,977</b>	<b>13,865,590</b>	<b>13,960,050</b>	<b>15,820,450</b>	<b>14.1%</b>
Operating Expenses	1,785,103	1,683,640	1,683,640	2,372,540	40.9%
Capital Outlay	0	0	0	0	—
<b>County General Fund Expenditures</b>	<b>14,395,080</b>	<b>15,549,230</b>	<b>15,643,690</b>	<b>18,192,990</b>	<b>17.0%</b>
<b>PERSONNEL</b>					
Full-Time	155	159	159	166	4.4%
Part-Time	5	5	5	5	—
Workyears	160.1	163.6	163.6	170.7	4.3%
<b>REVENUES</b>					
Sheriff Fees	770,727	725,000	725,000	725,000	—
Bond Forfeiture-Sheriff	71,585	20,000	20,000	20,000	—
Fingerprint Fees	3,610	3,900	3,900	3,900	—
Child Support Enforcement: Incentive Funds	11,585	4,000	4,000	4,000	—
Medical Transport Sheriff	4,659	10,000	10,000	10,000	—
Child Support Enforcement: Warrant Service	0	5,970	5,970	5,970	—
Sheriff - Miscellaneous	0	4,000	4,000	4,000	—
Rental of Courthouse	250	1,000	1,000	1,000	—
<b>County General Fund Revenues</b>	<b>862,416</b>	<b>773,870</b>	<b>773,870</b>	<b>773,870</b>	—
<b>GRANT FUND MCG</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	525,145	308,320	366,820	344,590	11.8%
Employee Benefits	205,816	136,560	151,560	168,930	23.7%
<b>Grant Fund MCG Personnel Costs</b>	<b>730,961</b>	<b>444,880</b>	<b>518,380</b>	<b>513,520</b>	<b>15.4%</b>
Operating Expenses	283,019	125,830	201,570	137,700	9.4%
Capital Outlay	0	0	0	0	—
<b>Grant Fund MCG Expenditures</b>	<b>1,013,980</b>	<b>570,710</b>	<b>719,950</b>	<b>651,220</b>	<b>14.1%</b>
<b>PERSONNEL</b>					
Full-Time	5	5	5	5	—
Part-Time	2	0	0	0	—
Workyears	6.1	5.1	5.1	5.0	-2.0%
<b>REVENUES</b>					
Child Support Grant - Equipment Replacement	0	15,360	15,360	15,360	—
Child Support Enforcement Grant	489,223	555,350	555,350	630,860	13.6%
Domestic Violence Grant	28,005	0	0	0	—
Local Law Enforcement Block Grant (LLEBG)	50,357	0	0	0	—
Domestic Violence Assistant (VAWO)	109,313	0	100,000	0	—
State Homeland Security Grant	25,442	0	0	0	—
County & Municipal Agency Domestic Preparedness	0	0	49,240	5,000	—
<b>Grant Fund MCG Revenues</b>	<b>702,340</b>	<b>570,710</b>	<b>719,950</b>	<b>651,220</b>	<b>14.1%</b>
<b>DEPARTMENT TOTALS</b>					
<b>Total Expenditures</b>	<b>15,409,060</b>	<b>16,119,940</b>	<b>16,363,640</b>	<b>18,844,210</b>	<b>16.9%</b>
<b>Total Full-Time Positions</b>	<b>160</b>	<b>164</b>	<b>164</b>	<b>171</b>	<b>4.3%</b>
<b>Total Part-Time Positions</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>5</b>	—
<b>Total Workyears</b>	<b>166.2</b>	<b>168.7</b>	<b>168.7</b>	<b>175.7</b>	<b>4.1%</b>
<b>Total Revenues</b>	<b>1,564,756</b>	<b>1,344,580</b>	<b>1,493,820</b>	<b>1,425,090</b>	<b>6.0%</b>

## FY07 RECOMMENDED CHANGES

	Expenditures	WYs
<b>COUNTY GENERAL FUND</b>		
<b>FY06 ORIGINAL APPROPRIATION</b>	<b>15,549,230</b>	<b>163.6</b>
<b>Changes (with service impacts)</b>		
Enhance: Annualization of Red Brick Court House modifications and FY06 supplemental (2 deputy positions) [Courtroom/Courthouse Security and Transport]	471,320	3.7
Add: Security Enhancements [Courtroom/Courthouse Security and Transport]	221,140	0.0
Enhance: Domestic Violence Deputies (5 positions) [Special Operations]	127,300	1.5
<b>Other Adjustments (with no service impacts)</b>		
Increase Cost: FY07 Compensation	628,890	0.0
Increase Cost: Retirement Adjustment	528,110	0.0
Increase Cost: Group Insurance Adjustment	201,940	0.0
Increase Cost: Maintenance for 8 Vehicles [Administration]	188,640	0.0
Increase Cost: Structural Deficit for Overtime	122,940	1.3
Increase Cost: Grievance Settlement [Courtroom/Courthouse Security and Transport]	70,280	0.0
Increase Cost: Motor Pool Rate Adjustment	42,040	0.0
Increase Cost: Annualization of FY06 Lapsed Positions-three security guards	25,530	0.6
Increase Cost: Operating Costs associated with Collective Bargaining	25,000	0.0
Increase Cost: Kronos add-on for Time and Attendance	9,200	0.0
Increase Cost: Records Management	3,610	0.0
Increase Cost: Central Duplication	2,600	0.0
Decrease Cost: Elimination of One-Time Items Approved in FY06	-8,640	0.0
Decrease Cost: Annualization of FY06 Personnel Costs	-16,140	0.0
<b>FY07 RECOMMENDED:</b>	<b>18,192,990</b>	<b>170.7</b>
<b>GRANT FUND MCG</b>		
<b>FY06 ORIGINAL APPROPRIATION</b>	<b>570,710</b>	<b>5.1</b>
<b>Other Adjustments (with no service impacts)</b>		
Increase Cost: Annualization of FY06 Personnel Costs	26,080	0.0
Increase Cost: Benefit Adjustment	23,980	0.0
Increase Cost: FY07 Compensation	18,580	0.0
Increase Cost: Annualization of FY06 Operating Expenses	11,870	0.0
Decrease Cost: Workforce Adjustment	0	-0.1
<b>FY07 RECOMMENDED:</b>	<b>651,220</b>	<b>5.0</b>

## FUTURE FISCAL IMPACTS

Title	CE REC. FY07	FY08	FY09	(\$000's) FY10	FY11	FY12
This table is intended to present significant future fiscal impacts of the department's programs.						
<b>COUNTY GENERAL FUND</b>						
<b>Expenditures</b>						
<b>FY07 Recommended</b>	<b>18,193</b>	<b>18,193</b>	<b>18,193</b>	<b>18,193</b>	<b>18,193</b>	<b>18,193</b>
No inflation or compensation change is included in outyear projections.						
<b>Annualization of Positions Recommended in FY07</b>	<b>0</b>	<b>203</b>	<b>203</b>	<b>203</b>	<b>203</b>	<b>203</b>
New positions in the FY07 budget are generally assumed to be filled to coincide with training academy classes either in July or January after the fiscal year begins. Therefore, the above amounts reflect annualization of these positions in the outyears.						
<b>Elimination of One-Time Items Recommended in FY07</b>	<b>0</b>	<b>-377</b>	<b>-377</b>	<b>-377</b>	<b>-377</b>	<b>-377</b>
Items recommended for one-time funding in FY07, including vehicle accessories for 8 vehicles, kronos add-on, security enhancements, and operating expenses for deputies will be eliminated from the base in the outyears.						
<b>Labor Contracts</b>	<b>0</b>	<b>286</b>	<b>286</b>	<b>286</b>	<b>286</b>	<b>286</b>
These figures represent the annualization of FY07 increments, general wage adjustments, and associated benefits.						
<b>Subtotal Expenditures</b>	<b>18,193</b>	<b>18,306</b>	<b>18,306</b>	<b>18,306</b>	<b>18,306</b>	<b>18,306</b>